

Wellhead Protection Plan Checklist

Guidelines for Small Systems (sources pumping <100,000gpd)

A Wellhead Protection Plan for a small Public Water System (PWS) can be a short, 1-2 page document that covers the points below. Keep your Wellhead Protection Plan available onsite for your use and for review by DEP staff during site visits. Use this checklist to ensure your plan meets Massachusetts DEP guidelines described below.

- ☐ **Identify the public water system and wells covered by the Wellhead Protection Plan.** Include the PWS ID number and Source ID numbers (e.g. 01G, 02G, 03G).

- ☐ **Identify the contact person for implementing the plan.** This contact could be the water supplier, certified operator, planner, health agent, building inspector, etc.

- ☐ **Identify the wellhead protection committee in charge of implementing the plan.** Include team members, any key sub-committees, and how often the group meets. The team members can be the water supplier and certified operator for a very small system.

- ☐ **Describe strategies needed to protect the drinking water supply.** These strategies could include posting protection signs, removing threats, notifying and providing informational material to land owners in the Zone I, implementing Best Management Practices, providing outreach, regulatory strategies, and education. Base this section on the potential threats identified from the SWAP report, an IWPA inventory, regional/local planning studies, and other information.

- ☐ **Identify all municipal protection controls and other enforceable mechanisms that currently protect the IWPA(s) or Zone II.**
 - i. Board of Health Regulation; date of adoption
 - ii. Zoning Bylaw/Ordinance, date of adoption/amendment General Bylaw/Ordinance, date of adoption/amendment
 - iii. Other: Water System Rules and Regulations, Conservation Restriction, or Ownership of Land

- ☐ **Provide a timeline for the protection strategies.** Provide a schedule for protection efforts. This could include recurring general dates, such as plans to conduct outreach events twice a year.